

CONFIDENTIAL INTERMEDIARY BOARD

Meeting Agenda – Thursday, October 21, 2010

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 - 10:00 a.m. -12:00 p.m. in Conference Room 109

General Inquiries Call: 602-452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Section § 1-202(C).

CALL TO ORDER*Teri Thomson-Taylor, Chair*

1) REVIEW AND APPROVAL OF MINUTES.....*Division Staff*

1-A: Review and approval Regular Minutes for the meeting of September 16, 2010.

2) ADMINISTRATIVE ISSUES.....*Division Staff*

2-A: Review, discussion, and possible action regarding the establishment of the 2011 Board meeting schedule.

3) RENEWAL CERTIFICATION APPLICATIONS.....*Division Staff*

3-A: Review, discussion, and possible action regarding the following pending applications for renewal of certification:

1. Casselman, Jeannette E.
2. Daley, Nancy A.
3. Dewey, Margaret E.
4. Ernst, Alice D.
5. Fornino, Mary E.
6. Gaffney, Maris A.
7. Kaiblinger, Laura L.
8. Kopp, Stephen C.
9. Mikoch, Victoria I.
10. Moreaux, Joan C.
11. Schmidt, Joyce J.
12. Sullivan, Deborah L.
13. Thomas, Susan G.
14. Schubert, Judith H.

CALL TO THE PUBLIC*Teri Thomson-Taylor, Chair*

ADJOURN*Teri Thomson-Taylor, Chair*

CONFIDENTIAL INTERMEDIARY BOARD

Agenda Summary – Thursday, October 21, 2010

1) REVIEW AND APPROVAL OF MINUTES

I-A: Review, discussion, and approval of Regular Session Minutes for the meeting of and September 16, 2010.

Attached for the Board's review and possible approval are the draft Regular Session Minutes for the meeting of September 16, 2010.

**Arizona Supreme Court
Confidential Intermediary Board**
Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Conference Room 109
10:00 A.M. – 1:00 P.M.
September 16, 2010

Draft Regular Meeting Minutes

MEMBER ATTENDANCE

Present:

Victoria Mikoch
Karen Daly
Sheila Tickle
Judith Schubert
Richard Tomkins

Telephonically Present:

Stephen Kopp
Dr. James Foltz
Edward Ryan

Absent:

Teri Thomson-Taylor
Alice Ernst
Toni Hellon

OTHER ATTENDEES

AOC Staff:

Linda Grau
Debbie MacDougall
Nina Preston
Kimberly Siddall
Afton Foutz

Guests:

Diane Stubbs
Anne Jensen

CALL TO ORDER

Called to Order By:

Victoria Mikoch, Vice Chair

Time:

10:02 a.m.

1) REVIEW AND APPROVAL OF MINUTES

1-A: Review and approval of Regular Minutes for the meeting of February 18, 2010.

Individuals Addressing the Board: Victoria Mikoch

Discussion: None

Motion: Move to approve Regular Session Minutes for the meeting of February 18, 2010.

Motion Proposals: First Judith Schubert
Second Richard Tomkins

Motion Results: Pass **CI-10-05**

2) ADMINISTRATIVE ISSUES

2-A: Review, discussion, and possible action regarding the establishment of the 2010 renewal application deadline.

Individuals Addressing the Board: Kimberly Siddall

Discussion: Board members discussed allowing additional time for the renewal period before the late fee charge is applied. Judith Schubert would like to set the renewal period dates farther in advance for future renewals. The Board recommended putting the expiration date on all Confidential Intermediary certification cards.

Motion: Move to accept the renewal period of September 15, 2010 to October 15, 2010. Applications submitted between October 16, 2010 and October 31, 2010 will be assessed a \$50.00 late fee.

Motion Proposals: First Judith Schubert
Second Dr. James Foltz

Motion Results: Pass **CI-10-06**

2-B: "Case Sharing"- At the request of Judith Schubert, this item has been added to the agenda.

Individuals Addressing the Board: Judith Schubert

Discussion: Board members discussed if it would be beneficial to add "Case Sharing" as a re-occurring agenda item so that public members may become more familiar with the Confidential Intermediary process. The options of when to hold "Case Sharing" was discussed. Nina Preston cautioned the Board regarding maintaining confidentiality. Staff recommended the Board not include such an event as an agenda item as the training would be voluntary and not official business of the Board.

Motion: Move to accept to hold "Case Sharing" training sessions for the Board members prior to the scheduled Confidential Intermediary Board meetings.

Note: Judith Schubert volunteered to lead the case sharing prior to the Board meeting on October 21, 2010.

Motion Proposals: First Edward Ryan
Second Dr. James Foltz

Motion Results: Pass **CI-10-07**

CALL TO THE PUBLIC

Individuals Addressing the Board: Anne Jensen

Discussion: Ms. Jensen inquired as to whether a training session would be held this year for new applicants. Staff reported no training schedule has been determined.

ADJOURNMENT

Motion: To adjourn.

Motion Proposals: First Sheila Tickle
Second Judith Schubert

Motion Results: Pass **CI-10-08**

Time: **10:31 a.m.**

Initials: ahf

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CONFIDENTIAL INTERMEDIARY BOARD

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2) ADMINISTRATIVE ISSUES

2-A: *Review, discussion, and possible action regarding the establishment of the 2011 Board meeting schedule.*

It is recommended the Board determine the 2011 Confidential Intermediary Board schedule. It is recommended the Board continue to meet on the third Thursday of the applicable month from 10:00 a.m. to 1:00 p.m. as follows:

February 17, 2011
May 19, 2011
September 15, 2011
December 15, 2011

As discussed at the September meeting, it is further recommended that once the Board adopts its 2011 meeting schedule, that it ask for and accept volunteers from the CI Board membership and any other CI's in attendance at the meeting to provide a 10 minute "case sharing" starting at 9:45 a.m. on the approved Board meeting dates.

CONFIDENTIAL INTERMEDIARY BOARD

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3) REVIEW OF RENEWAL CERTIFICATION APPLICATIONS

3-A: Review, discussion, and possible action regarding the following pending applications for renewal of certification:

The following applicants have submitted an application for renewal of their certification. Their applications are complete; no information has been presented during the background which is contrary to the renewal of their certification. It is recommended renewal of certification is granted to the following individuals:

1. Casselman, Jeannette E.
2. Daley, Nancy A.
3. Dewey, Margaret E.
4. Ernst, Alice D.
5. Fornino, Mary E.
6. Gaffney, Maris A.
7. Kaiblinger, Laura L.
8. Kopp, Stephen C.
9. Mikoch, Victoria I.
10. Moreaux, Joan C.
11. Schmidt, Joyce J.
12. Sullivan, Deborah L.
13. Thomas, Susan G.

The following applicants remain incomplete pending receipt of background and/or additional information. It is recommended the following applicants be deferred to the December 15th meeting. In the event the anticipated information is received prior to the next Board meeting, an alternative recommendation will be presented at the meeting.

14. Schubert, Judith H.